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ABSTRACT

A procedure for undertaking a foreign language weekend camp is presented. Responsibilities before and after the camp are identified for the foreign language council, the administrators in charge of the camp program for each language, the camp director, participating teachers, and assistants. It is suggested that a minimum of three planning meetings is necessary to organize a successful foreign language weekend camp (i.e., one meeting 6 weeks before camp, another 3 weeks before camp, and another the same week as camp). The agendas for each meeting are outlined, along with a suggested schedule of activities for the camp. Specific physical, social, and practical activities are identified. Information is included on equipment and materials to take to camp and instructions for registration forms. Specific forms are included (permission to participate, notification of insurance, waiver of claims, and health and medication information). In addition, a language camp evaluation form and a sample form for completing a budget are appended. Information needed to orient senior and junior high school students to the foreign language camps is outlined as follows: objectives of the camp, what to take to camp, activities, rules and regulations, state park regulations, materials students will receive before camp and at camp, camp expectations, and the evaluation of the foreign language camp experience. (SW)

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FOREIGN LANGUAGE WEEKEND CAMP
ADMINISTRATIVE GUIDELINES

Prepared
by
M. Denise Le Bow

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FOREIGN LANGUAGE WEEKEND CAMP

ADMINISTRATIVE GUIDELINES

RESPONSIBILITIES OF THE FOREIGN LANGUAGE COUNCIL

I BEFORE CAMP

— Reserve camp use from Outdoor Education Commission. Arrangements are made early in spring for the following school year.

— Appoint a teacher (or a Foreign Language Specialist) in charge of administering Foreign Language Weekend camp program.

For 1975-76, there will be two teachers administrators in charge of Spanish camps, one in charge of French camps, and one in charge of German camps.

— Budget a small subsidy for each camp. Restricted by a very limited source of income, the F.L.C.S.D., anxious to keep the camp program alive, has set guidelines for 1975-76. If followed rigorously, these directions will make each camp casi-self supporting.

1. Registration fees for students will remain at ~~\$15.00~~^{\$20.00} in spite of inflation.
2. A camp will not be held for less than ~~20~~⁵⁰⁻⁷⁰ students (2 full bus loads). Experience of the past 2½ years shows that camps for less than 50 students usually operate at a loss of \$100.00 or more.
3. School district buses will be used when available. Cajon Valley Union is loaning its buses for Spanish Camps (when Montgomery Middle School students participate, thanks to John Morton).
4. In the event that the Outdoor Education Commission raises its camp rental fees and cost of meals, Sunday breakfast and lunch may be combined into a large brunch served at 9:30 or 10:00 a.m. Reveille will be delayed till 8:30; departure for San Diego advanced to 1:00 p.m.
5. No free snacks will be included in registration fees. They may be sold at the camp store or brought by teachers.
6. Camp store must not operate at a loss, nor make an excessive profit. A 10% mark-up over cost of merchandise should be realized. An effort should be made to limit purchases for the store to \$100.00. Starting and ending inventories should be estimated to calculate balance of store operation. Shopper for store supplies may request milage, not to exceed \$100.00.
- 7. The Foreign Language Council will no longer pay for entertainment at camp. Schools are encouraged to hold a funding activity to underwrite the cost of paid entertainment; or, able students are urged to provide own entertainment.
8. It is hoped that schools will donate art and craft supplies.

Responsibilities of the Foreign
Language Council...(continued)

9. Teachers and Assistants will not be asked to pay for meals and lodging. (However volunteer offers will not be refused). Bus transportation is also provided free. However, no mileage will be reimbursed to those who choose to drive.
10. Camp Director will no longer receive an honorarium.

— Purchase accident insurance for each camper prior to each camp.

II AFTER CAMP

- Pay bills submitted by Outdoor Education Commission, bus company, etc.
- Reimburse teachers for expenses approved by camp Administrator.
- Pay honorarium of \$25.00 to camp nurse.
- Publicize camp dates for whole year early in September to all Foreign Language teachers in the public and private schools in the county via the facilities of the offices of the specialists in Second Language Education for the San Diego County Schools and the San Diego City Schools.

*First Aid kit - ask Helen & John
Pesos
Stationary*

RESPONSIBILITIES OF ADMINISTRATORS IN CHARGE OF CAMP PROGRAM FOR EACH LANGUAGE

I BEFORE CAMP

- Be aware of budget limitation; strive for a balance budget with no excessive loss or profit.

Suggested staffing formula:

Minimum number of students: 80 (2 bus loads)
1 teacher and 1 assistant for every 10 students
1 teacher and 1 assistant for store
1 camp director

If the store operates without loss or profit, the proposed budget is balanced as follows:

	INCOME	EXPENSES
80 students at 15.00 registration fee	1200.00	
3 meals and lodging for 80 students		
10 teachers		800.00
9 assistants		320.00
8.00 each		25.00
2 buses (estimate)		25.00
insurance 25 cents x 100 campers		10.00
nurse honorarium		20.00
mileage for shopper		
miscellaneous expenses (postage)		
	1200.00	1200.00

- Reserve 2 buses (Aztec Co. had best prices last year).
- Select a Camp Director as early as possible no later than 3 weeks before camp date--INFORM Director of responsibilities (p. 7-9).
- Set up and publicize three planning meetings.
 - a. Select dates: 1st meeting--6 weeks before camp
2nd meeting--3 weeks before camp
3rd meeting--same week as camp
 - b. Arrange for location at convenience of camp director or at County Education Center; call 278-6400, Bob Landen, x 218, or his secretary x 266.
 - c. Mail to all teachers (county, city, public, private) 7 weeks before camp date.
- Prepare material for 1st meeting:
 - ...develop students registration forms (7 weeks before camp date) to distribute at 1st meeting (see pages 21-27)
 - ...prepare enough schedule of activities, worksheets from previous camp to be used as worksheets at first meeting
 - ...prepare enough student orientation to camp guidelines, maps, language patterns to distribute at 1st meeting

Responsibilities of Administrators in Charge...(continued)

— Attend first meeting:

- ...Take attendance.
- ...Determine if attendance and interest warrant continue plans for camp.

There will be two alternatives:

1. Camp has to be cancelled, due to extreme lack of attendance at first meeting:
 - a. cancel camp date immediately by notifying Outdoor Education Commission.
 - b. cancel bus reservation.
 - c. notify nurse and other staff who had committed themselves.
2. Camp seems to be a possibility:
 - a. proceed with planning.
 - b. introduce Camp Director who, at that time, will take charge of leading meeting.

— Inform Camp Director of procedure to follow in case of emergency or accident during camp:

- ...Have a car available at camp to use in an emergency.
- ...Know name and location of nearest hospital.
- ...Know name of nearest doctor.

(This information can be obtained before leaving for camp from Mrs. Peggy Prah of the Outdoor Commission Office. In addition the camp custodian is a resource person at camp).

— Keep posted on development of camp planning.

A timetable showing the recommended schedule of preparatory activities and deadlines is found on page 6.

II AFTER CAMP

- ___ Meet with camp Director for an account of happenings at camp.
- ___ If there has been an accident, file a claim with the Insurance Co.

Associated Insurance Agencies
P.O. Box 750 (343 Spreckels Bldg.)
San Diego, CA 92112

Call Mrs. Melanson, 234-4171, to report accident and request claim forms.

- ___ Prepare a camp financial report for F.L.C.S.D. treasurer. (A sample form is provided in Appendix)
 - ...number of participants (this should coincide with number listed on contract signed at camp by Director).
 - ...number of buses used, for verification of bill from Bus Company
 - ...all bills to be reimbursed to teachers for supplies, as per agreement prior to camp.
 - ...other miscellaneous bills approved as camp expenses
 - ...registration checks -- mail or hand in to Dr. Ronald Young, F.L.C.S.D. Treasurer (see page 28).
- ___ Store Foreign Currency.
- ___ Store leftover inventory; until next camp; check for perishables.
- ___ Keep extra copies of schedule of activities to be used as worksheets.
- ___ File documents pertaining to camp:
 - ...participants roster
 - ...students registration and parent permission forms
 - ...insurance claims, if any
 - ...copy of financial, report to treasurer
 - ...copy of schedule of activities
 - ...data sheet showing:
 - number of students Jr. High, Sr. High, County, City, and private schools
 - number of teachers, (same breakdown)
 - number of schools, (same breakdown)
- ___ Update name file of participating teachers and assistants (home address and telephone, school address and telephone).
- ___ Keep up to date mailing lists of teachers and assistants.

FOREIGN LANGUAGE WEEKEND CAMP
Administrative Guidelines

PREPARATORY ACTIVITIES AND DEADLINES

TIMETABLE

M TU W TH F SA SU	M TU W TH F SA SU	M TU W TH F SA SU	M TU W TH F SA SU
As early as possible: reserve buses select Camp Director	<u>Monday</u>--Mail General Announcement of 3 planning meetings. Prepare Student Registration forms (for 1st meeting). Prepare schedule of activities work sheets (for 1st meeting).	FIRST PLANNING MEETING Cancel camp if not enough participation warrants.	
M TU W TH F SA SU	M TU W TH F SA SU	M TU W TH F SA SU	M TU W TH F SA SU
Camp Director Send reminder of next 2 planning meetings	SECOND PLANNING MEETING Camp Director Teachers Assistants	<u>Monday</u>--Deadline for students registration and fees. By <u>Friday</u>--mail confirmation to students, teachers, assistants, nurse. If cancellation is indicated, notify Outdoor Education Commission, Bus Company, staff and students.	LAST PLANNING MEETING Teachers Kits Confirm Buses Pay Insurance Fee CAMP

RESPONSIBILITIES OF CAMP DIRECTOR

I BEFORE CAMP

- Attend all three planning sessions
 - ...assist F.L.C.S.D. representative (Camp Program Administrator) at first meeting.
 - ...lead next two meetings.
 - ...inform Outdoor Education Commission (Mrs. Peggy Prah) of desired menu immediately after first meeting. Make necessary adjustment according to availability of food. Order refreshments if desired.
 - ...assign leadership of camp activities to participating teachers.
 - ...make sure that sufficient number of assistants attend camp (ratio one teacher and one assistant for each 10 students, plus one assistant for store).
 - ...assign a teacher in charge of each bus pick-up.
- Send reminder of last two meetings to teachers.
- Notify assistants to attend last two planning meetings.
- Receive registrations and checks from students. Check for accuracy. Record registration per school.
- Inform F.L.C.S.D. representative of number of paid registrations received on deadline day. Depending on number, decide whether to hold camp or to cancel.
- Send confirmation letter and list of articles to take to camp to students; or return registration checks in event of cancellation.
- Send confirmation (or cancellation) notice to teachers and assistants (or hand in personally at planning meeting).
- Prepare and duplicate schedule of activities. (150 copies for a camp of 80 students). Use ditto or duplicate on Xerox at City or County Specialist's offices.
- Inform Outdoor Education Commission (Mrs. Prah) of camp facilities needed (buildings, bus at Palomar, sport and A.V. equipment). Give number of participants expected for camp and meals.
- Pick up first-aid kit from storage (County Education Center, Bob Landen's office).
- Assign one teacher in charge of bus loading at each pick-up point.
- Make sure that one or two cars are available at camp for use in case of an emergency.

Responsibilities for Camp Director
(continued)

- Camp store purchases:
 - ...request check from F.L.C.S.D. Treasurer for buyer if needed in advance. (100.00 maximum).
 - ...pick up left-over inventory from previous camps (John Morton for Spanish camp, June Hanson for French camp; see page).
 - estimate value if possible.
- Inform F.L.C.S.D. Treasurer Tuesday or Wednesday before camp week-end of number of campers expected (students and adults to request that a check be sent to the Insurance Co. see page)
- Receive foreign currency from F.L.C.S.D. representative. Check starting amount to be used at camp.
- Prepare roster of participants; before third meeting.
- Prepare "Students Evaluation of Camp" forms.
- Prepare teachers kits (see page) at last meeting.
- Take along to camp "Students Registration" forms and parents' permission forms with medical information and telephone numbers to use in case of an emergency.
- Confirm bus reservations, time and places of pick up to and from camp.

II AT CAMP

- ON ARRIVAL, contact head cook , confirm numbers and time of meals, numbers of campers, time to serve refreshments.
- Contact custodian.
- Assign dormitories to students, teachers and assistants
- Post large schedule of activities in prominent place in dining room.
- Assure that store is being set up.
- Conduct general orientation meetings before and after hike (see page 16).

DURING COURSE OF WEEK-END

- Make all general announcements and act as master of ceremonies.
- Insist that foreign language be spoken by everyone at all times; make sure everyone participates and has a good time.
- Oversee all groups (Camp Director is not in charge of a group).
- Assure that schedule of activities is followed within reason.

At camp (continued)

- Act as arbitrator and disciplinarian if need be, conjointly with teacher(s) and student(s) involved.
- Make decision in case of emergency or accident. (See page 4).
- Assume responsibility for camp facilities and equipment.
- Make a head count at meal times.

AT END OF CAMP

- Sign contract with Outdoor Education Commission, checking numbers of participants for accuracy of billing (see head cook).
- Collect plastic ID card holders from participants (if used).
- Ask participants to return foreign currency in exchange for American currency.
- Take charge of foreign currency from "banker". Check ending balance.
- Take charge of left over inventory from "Store Keeper". Ask for estimate of value on hand.
- Oversee clean-up duties (sweep and mop dining room, clean dormitories, restrooms, and shower rooms).
- Have students complete an evaluation of camp.
- Oversee bus loading. Take head count.

III AFTER CAMP

- Report to F.L.C.S.D. representative:
 - ...return Student Registration and Parents Permission forms.
 - ...return foreign currency, stating amount.
 - ...return store inventory leftover from camp store.
 - ...hand in reimbursement requests from teachers.
 - ...hand in contract with Outdoor Education Commission, signed at camp.
 - ...hand in request(s) for refund from students who did not attend camp.
- Store first-aid kit and plastic ID card holders at County Education Center (Bob Landen's office).

RESPONSIBILITIES OF PARTICIPATING TEACHERS

I BEFORE CAMP

- Attend all three planning sessions.
- Publicize the camp program among colleagues. Encourage new teachers to join the program.
- Assume responsibility of camp activity. This includes: preparing all materials needed for activity, plus related vocabulary sheets.
- Be cognizant of budgeting limitations set by F.L.C.S.D. (see pages 1-2). Be further cognizant of F.L.C.S.D.'s new directives concerning "expenses and reimbursement."
 - ...Expenses must be budgeted and approved by Camp Director prior to expenditure.
 - ...When reimbursement is due, present bill to Camp Director, at last planning meeting or at Camp. Reimbursement requested later than 30 days after weekend of camp will not be honored.
 - ...Cash reimbursement check promptly. F.L.C.S.D. checks are voided 60 days after date of issuance.
- Promote interest in camp attendance among students.
- Recruit students. Distribute registration forms to interested students.
- Inform students about registration forms, payment of fees, parents' permission forms, insurance coverage, due dates and mailing instructions for registering.
- Orient registering students to:
 - ...Standard of conduct at camp
 - ...List of articles to take to camp
 - ...Times and location of bus for departure on Saturday and return on Sunday.
 - ...Vocabulary patterns needed for activities at camp.
- Suggest names of prospective assistants.

II AT CAMP

- Attend camp with students. Some teachers must ride on bus. Some may drive own cars. (However no mileage will be reimbursed by F.L.C.S.D.)
- Insist that everyone at camp speak language of camp. Discourage use of English. Encourage everyone to have a good time and to participate in activities and conversation.

II AT CAMP (continued)

- Supervise behavior of students on buses and at camp, particularly in dormitories, quiet between 11:00 p.m. - 6:00 a.m. (Outdoor Education Regulation).
- Assist Camp Director in taking head-count of students at meals and bed-times and during bus-loading.
- Lead a group: organize group; to on hike with group; etc.
- Lead the activity taken in charge during planning sessions. Review necessary vocabulary with students before starting activity.

III AT END OF CAMP

- Distribute camp evaluation forms to students.
- Supervise clean-up of camp dining-rooms, dormitories and restrooms.
- Supervise bus return trip. One teacher should remain at bus stop until all returning students have been picked up by parents.

ASSISTANTS

I RESPONSIBILITIES OF ASSISTANTS

- Attend last two planning meetings.
- Assist teachers in leading activities as assigned.
- Encourage students to participate in activities and conversation.
- Discourage use of English by any student.
- Assist students with language.

II RECRUITING OF ASSISTANTS

- Prospective Assistants must be fluent or near fluent in the foreign language of camp.
- Assistants must be dependable; they must have leadership qualities. They must strive for gentle guidance while they foster a friendly and relaxed relationship with students. They must be High School graduates.
- Participating teachers may know a cadet-teacher, an exchange-student, someone with oral proficiency in the language of camp.
- Recruiting from the Universities may be necessary. Contact appropriate Foreign Language Department Chairperson to invite graduate students, teacher trainees.
- Transportation, meals and lodging are provided free of charge. No other honorarium is paid.

PLANNING MEETINGS

WHEN: A minimum of three planning meetings is necessary to organize a successful foreign language weekend camp:

- 1st meeting: 6 weeks before camp
- 2nd meeting: 3 weeks before camp
- 3rd meeting: same week as camp

ATTENDANCE: All participating teachers and assistants must attend all meetings. A well-briefed staff is important to assure that suitable and motivating activities are well-planned and carried out as planned.

Teachers are encouraged to invite interested students to attend meetings in order to help plan activities. Student input should be a significant part of camp planning.

LEADERSHIP: The F.L.C.S.D. representative in charge of camp program for a given language introduces the Camp Director at the first meeting.

The Camp Director leads meetings and delegates various responsibilities to participating teachers and assistants. Camp Director verifies that these responsibilities are carried out throughout planning time.

FIRST MEETING

1. Take attendance
 - ...names of persons in attendance
 - ...position/occupation
 - ...home address and phone number
 - ...school address and phone number
2. If actual attendance is very small, and projected student registration is minimal, camp should be cancelled for financial reasons. (Review F.L.C.S.D. Camp budget guidelines on page).

In this event, F.L.C.S.D. representative cancels existing reservations (see page 4).

3. Distribute student registration forms (12 per teacher maximum).
4. Distribute "Student orientation to camp" guidelines (see Appendix).
5. Inform teachers of budget limitations (see page 3).
6. Orient teachers to their responsibilities at camp (see page).

FIRST MEETING (continued)

7. Plan menus for camp meals - inform Mr. & Mrs. Prah of Outdoor Education office at once (see page 28).
8. Ask teachers to recommend assistants.
9. Ask teachers to suggest a nurse (difficult for French and German).
10. Plan main activities around a theme (if one is appropriate for season). Use schedule of activities from a previous camp as a worksheet.
11. Assign a teacher-leader to each activity (see page 10).
12. Select a "store keeper" who will also do the shopping and a "banker" who will be responsible for the foreign currency.

SECOND MEETING

- Continue with planning of activities.
- Make sure that teachers preparing materials for activities understand exactly the scope of their assignment.
- Plan a system of awards and reprimands to encourage students' participation in activities and to discourage the use of English.
Teacher who prepares sets of award coupons and reprimand coupons will be in charge of same at camp.
- Determine appropriate locations of bus pick-up points.
- Finalize schedule of activities ready for typing and duplicating of approximately 150 copies are assigned to a participant. (Copies will be needed for 3rd meeting).
- Determine what signs will be needed at camp including poster-size Schedule of Activities. Assign preparation to a teacher (can be prepared by students). Some signs are retained from previous camps.

THIRD MEETING

- Finalize all arrangements.
- Distribute confirmation letters and lists of articles to take to camp to persons attending meeting.
- Prepare Teachers Kits, (see page 15).
- Have a successful camp and have fun!

TEACHER'S KITS

- Form groups of approximately 10 students lead by a teacher and an assistant.
- In large manila envelope, enclose:
 - ...Roster of camp participants
 - ...Name tags to be worn by all campers as identification.
 - ...Plastic ID card holders, if available or straight pins
 - ...Supply of schedule of activities.
 - ...Language patterns.
 - ...Any other materials needed for activities.
- Supplies needed:
 - ...Supply of large manila envelopes (one for each teacher attending camp).
 - ...Felt pencils
 - ...Supply of rosters of participants on ditto - or- roster can be handwritten on ditto, at 3rd meeting.
 - ...Language patterns
 - ...Plastic ID holders(if available) -or- straight pins.
 - ...Schedule of activities.
- ID cards for members of staff.

SUGGESTED SCHEDULE OF ACTIVITIES

Can be modified to suit

Saturday

7:30 a.m. to 8:30 a.m.

Buses leave from different points. Locations are usually chosen for students' convenience. Students are requested to assemble half-hour before departure time.

10:00 a.m.

Arrival at camp.
Dormitory assignment.

10:15 a.m.

General assembly in dining hall. Introduction of staff. Formation of groups. Pin on ID cards. Groups depart for hike and picnic.

11:45 a.m.

All groups return from hike. General orientation meeting in dining hall.

Each group relates experience on hike.

Distribute schedule of activities.

Describe activities. Give time and location of each activity.

12:30 p.m. to 4:45 p.m.

Various activities.

Bank - Store.

Palomar only: visit to Observatory by camp bus.

4:45 p.m. to 5:15 p.m.

Free time for students.

Staff meeting.

5:15 p.m.,

All participants assemble in dining room.

Suggested Schedule of Activities...(continued)

5:30 p.m.

Dinner

Announcement

Head count

"Punishment" for those who spoke English

7:00 p.m.

Quiet games (cards, monopoly, etc.)

Conversation groups

Film

Music

8:30 p.m.

Dances - Learn a folk dance

9:45 p.m.

Singing around fireplace

10:30 p.m. - 11:00 p.m.

Dormitories (Teachers' supervision needed)

11:00 p.m.

Bedtime. Quiet.

Sunday

7:30 a.m.

Reveille

8:00 a.m.

All participants assemble in dining room.

8:15 a.m.

Breakfast

Announcements

9:15 a.m. - 11:15 a.m.

Various activities

Hike

Award program

Suggested Schedule of Activities...(continued)

11:15 a.m. - 12:15 p.m.

Free time

12:15 p.m.

All participants assemble in dining room.

12:30 p.m.

Lunch

Announcements

"Punishment" for those who spoke English.

12:30 p.m. - 2:30 p.m.

Clean up details

Sweep and mop dining room

Clean dorms, shower rooms

Get ready to leave

2:30 p.m.

Departure by bus

3:30 p.m. - 4:40 p.m.

Arrival in San Diego

Some of the various activities that have been done successfully at past camps are:

Physical Activities

Sports (soccer, tug o' war, basketball, baseball)

Hiking

Fishing

Swimming w/licensed life guard (more hazardous)

Suggested Schedule of Activities...(continued)

Social Activities

Singing	Skits
Games	Story telling
Dancing	Conversation group
Parade	Charades
Popcorn popping	

Practical Activities

Cooking	Telegrams
Shopping	Auction
Currency Exchange	Swap Meet
Sandwich sale	Refreshment sale

Miscellaneous Activities

Crafts (macrame, candle making, ojos de Dios, paper flowers, banners, etc)

Treasure Hunt

Movies

Observatory Tour (Palomar only)

LIST OF EQUIPMENT AND MATERIALS TO TAKE TO CAMP

Student's Registration forms and Parent's permission forms

Telephone numbers of bus Co., Doctors, Hospital

Roster

Schedule of activities

Menus

Signs

First - Aid kit

Record player, tape player, records and tapes. (Take up reel)

Film projector and film

Craft materials

Other materials needed for activities

Sport equipment

Games

Utensils and supplies for cooking demonstration

Store supplies

Foreign currency

Award & reprimand tickets

Prizes (if any are to be given out)

Refreshments

Teachers' Kits, ID cards

Felt pens

Masking tape

Extension Cord

Camera

REGISTRATION FORMS

A master for preparing Registration Forms is attached.

Instructions for completing form:

Specific details are typed according to hand-written directions indicated on master.

Instructions for duplicating

Request duplication from San Diego City Schools Specialist. Allow one week for completion. Request 150 copies.

Color coding:

2 pages of announcement:	White
Student's Request to attend:	Color*
Permission to Participate....	

* blue	-	French Camp
* green	-	German Camp
* yellow	-	Spanish Camp

WEEKEND FOREIGN LANGUAGE CAMPS

Date: *(Date of first planning meeting)*
To: Junior and Senior Third-Year *(Language)* Students
and Selected Second-Year Students
Re: *(Language)* CAMP AT CAMP *(name of Camp)*

The Foreign Language Council of San Diego cordially invites you to participate in a weekend *(name of language)* language camp.

When: Saturday and Sunday, *month, dates, year*

Where: Camp *(name of camp)* (This camp has modern facilities)

Objective: The purpose of this camp is to give you the opportunity to use *(language)* in a variety of fun activities, including sports, language games, skits, singing, hiking, and dancing. All participants will be expected to speak only *(language)* during the time at camp.

Staff: In addition to your teacher, the staff will include other speaking adults as well as college student-tutors who are fluent in *(language)*. Groups of eight to ten students will be assigned to one teacher. These leaders may not be the teacher of any of the students in the group.

Cost: A fee of \$15.00 per student will include all expenses: three meals, lodging, transportation, and insurance. Participants may bring no more than \$3.00 pocket money to be exchanged at camp for *(foreign currency)* the only currency which will be accepted for purchases of refreshments and small items at the camp store.

Application: To participate in this program you should:

1. Show this memo to your parents.
2. Have your parents read, fill in, and sign the attached Permission to Participate, Notification of Insurance, Waiver of Claims, and Health and Medication Information form.
3. Sign the Permission to Participate, Notification of Insurance, Waiver of Claims, and Health and Medication Information form.
4. Fill out and sign the Student's Request to Attend, including the *(I.D. Card in Foreign Language)* at lower left corner. Leave *(number)* blank.
5. Send your two completed forms together with a check payable to the Foreign Language Council of San Diego for \$15.00 to:

Foreign Language Council of San Diego
*(address of Person receiving Registration:
probably Camp Director or
Administrator of Camp Program)*

Language Camp

6. Camp enrollment is limited to *(number)* students. Applications will be accepted on a first-come, first-served basis, with the ratio of *(number)* students per teacher. Applications received after enrollment limit is reached will be returned or given priority for the next scheduled camp.

Deadline: *(12 days before camp)*. Of the \$15.00 cost, \$12.00 is refundable if request is made by the Wednesday prior to the Saturday of departure. In case of non-attendance, \$10.00 will be refunded upon written request.

Upon receipt of the check and the two completed forms, the Foreign Language Council of San Diego will send you a confirmation letter and a list of suggested articles to bring to camp.

Departure:* Saturday,
7:45 a.m.
Departure point to be announced, with confirmation letter.

Return:* Sunday,
Approximately 5:00 p.m.
Arrival point to be announced, with confirmation letter.

*Departure (and return) points and hours are tentative at this time. These details will be adjusted to suit the needs of the registrants.

Weekend Foreign Language Camps

PERMISSION TO PARTICIPATE, NOTIFICATION OF INSURANCE, WAIVER
OF CLAIMS, AND HEALTH AND MEDICATION INFORMATION

I, _____, am the parent and/or guardian
(name of parent or guardian)
of _____, a student enrolled
(name of student)
in _____, a school operated by the
(name of school)
_____.
(name of school district)

I understand that the above named-student has been offered the opportunity to participate in a two-day weekend foreign language camp from _____ to
(date of departure)
_____ to be held at _____.
(date of return) (name of camp)

Permission to Participate

By executing this Permission to Participate, Notification of Insurance, Waiver of Claims, and Health and Medication Information, I hereby consent to and give permission for the above-named student to travel to, remain at, and return from the camp within the stated period.

I understand that participation in this foreign language camp is entirely voluntary.

Notification of Insurance

By executing this Permission to Participate, Notification of Insurance, Waiver of Claims, and Health and Medication Information, I understand that during the designated foreign language camp the above-named student will be covered by an insurance policy bearing the following maximum benefits:

<u>Sickness:</u> (medical)	\$250	<u>Accident:</u> (medical)	\$2,500
		(death)	2,500
		(dismemberment)	2,500-5,000

The policy is underwritten by Associated Insurance Agencies, P.O. Box 750, San Diego, CA 92112.

In addition, I understand that during the time the above-named student is being transported by chartered ground carrier to and from the camp, the insurance coverage required by the laws of the State of California will be in force.

Waiver of Claims

By executing this Permission to Participate, Notification of Insurance, Waiver of Claims, and Health and Medication Information, I hereby waive any and all claims which I may have against the above-mentioned school district and/or the State of California and/or the Foreign Language Council of San Diego and/or their officers, agents, or employees for injury, accident, illness, or death occurring during or by reason of the above-described foreign language camp; I further agree to indemnify and hold harmless the above-mentioned school district and/or the State of California and/or the Foreign Language Council of San Diego and/or their officers, agents, or employees from any and all claims, liabilities, penalties, or losses resulting from or as a consequence of said trip.

Each of us hereby, individually and jointly, elects to and does assume all risks for claims, known or unknown, heretofore or hereafter arising by reason or in consequence of the above-described foreign language camp, in favor of the above-named student, his or her heirs, executors, administrators, and assigns, and each of us hereby knowingly, voluntarily, and expressly releases the above-mentioned school district and/or the State of California and/or the Foreign Language Council of San Diego and/or their officers, agents, or employees from all liability.

Health and Medication Information

1. My child may ☐ may not ☐ be administered aspirin by the camp nurse, if necessary.
2. My child will bring a 2-day supply of his regular medication. ☐
My child is not on medication. ☐
3. If a camper is allergic to any insect sting or bite, medicine should be brought for protection. Such campers will not be allowed to leave the immediate area unless this protection is provided.

My child is ☐ is not ☐ allergic to insect stings or bites.
4. Person to contact in case of emergency, if parents are not at home: _____
_____. Telephone: _____.
5. Name of private physician _____ . Telephone _____.

Affidavit

I, individually and also as parent or guardian, and I, a student in the school indicated above, have read this Permission to Participate, Notification of Insurance, Waiver of Claims, and Health and Medication Information, and supplied all information requested. Each of us executes the document voluntarily and with full knowledge of its significance.

Executed in the City of _____, County of San Diego, State of California, on _____, 19____.

(signature of student)

(signature of parent)

WEEKEND FOREIGN LANGUAGE CAMP

Student's Request to Attend

To be mailed to: Foreign Language Council of San Diego
- same address as
(address on 1st page of announcement)

- Please also include:
- Permission to Participate, Notification of Insurance, Waiver of Claims and Health and Medication Information form signed by parent(s)
 - a check for \$15.00 payable to the Foreign Language Council of San Diego
 - a stamped self-addressed envelope

DEADLINE POSTMARK: *(12 days before camp)*

_____ Male ☐ Female ☐ Age _____ Grade _____
(student's name) please print

_____ (home address) _____ (city) _____ (zip) _____ (telephone)

Current year of *(language)* study _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ Fluent

Teacher's Recommendation _____
(for 2nd year student only) (Teacher's Signature)

I, the student named above, wish to attend the weekend *(language)* language camp
(date of camp)

I recognize that the primary purpose of the camp is to speak *(language)*, not to experience activities normally associated with camping. I understand that the format of the camp is designed to provide students with the opportunity to use *(language)* in a variety of fun activities. Structured activities in small groups are a means to this end.

I understand that my conduct as a student attending the foreign language camp is to be comparable to that acceptable on school grounds during a regular school day.

I pledge that I will use the *(language)* language as the sole means of communication while I am at the weekend language camp on *(date)*

CONCILIO DE LENGUAS EXTRANJERAS DE S.D.

Tarjeta de turista número _____

Nombre _____

Domicilio _____

Ocupación _____

Escuela _____

Student's Signature _____

School _____

(Please fill out "Tarjeta de Turista" (*)
Leave "Número" blank) (*)

(in appropriate language)*

SAMPLE ID CARDS

CONSEIL DES LANGUES ETRANGERES DE SD
Numéro de la carte de touriste _____
Nom _____
Domicile _____
Occupation _____
Ecole _____
Destination finale Camp (name of camp)

RATSVERSAMMLUNG DER FREMDSPRACHEN
VON SAN DIEGO

Reisepass Nummer _____
Name _____
Adresse _____
Beruf _____
Ziel Camp (name of camp)

DIRECTORY

Outdoor Education Commission
County Education Center
278-6400, x385
(Mrs. Peggy Phahl, secretary)

Bob Landen
County Education Center
278-6400, x218
278-6400, x266 (secretary)

Hal Wingard
City Schools Education Center
298-4681, x532

Dr. Ronald Young, F.L.C.S.D. Treas.
Home 447-2582
S.D. State University
Dept. of Spanish 286-6588
Office 286-5313

Karen de Laurier (French)
Home 291-0267
Hale Jr. High School

John Morton (Spanish)
Home 449-9322
Montgomery Middle School
440-2305

Ann-Marie Shed (German)
Home 448-1597
Mission Bay High School
273-1313

Aztec Bus Lines
282-6821

Camp Palomar
742-3204

Camp Cuyamaca
765-0065

Associated Insurance Agencies
Mrs. Melanson
P.O. Box 750 (343 Spreckels Bldg.)
San Diego, CA 92112
234-4171

June Hanson (French)
Home 583-8352
Monte Vista High School
465-1300

APPENDIX

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FOREIGN LANGUAGE CAMPS
Senior and Junior High Schools
Levels II - VI

STUDENT ORIENTATION

Teachers at each participating school site will meet with students who are attending camp and review the information below.

Pertinent information will be reviewed again in the foreign language on the bus and on the way to camp and whenever needed throughout the two days.

1. Objectives of camp

- a) To develop increased student interest in the target language and in the culture of foreign countries.
- b) To provide an opportunity for students to use the foreign language in a meaningful communication situations during an extended period of time.

2. What to take to camp

- a) Clothing - Your stay at camp is one night only. Keep personal effects to a minimum. However, it is necessary to include a warm waterproof jacket, a sturdy pair of walking shoes, and over-shoes if possible. It may rain or even snow.
- b) Other - Sleeping bag (or 3-4 heavy blankets), bath towel, washcloth, toothbrush, toothpaste, soap, comb and/or hairbrush.
- c) Sacklunch - For first meal at camp—should include a beverage (pop-top can).
- d) Optional - Camera/film, guitar (non-electric), small musical instruments (castanets, maracas, claves, or other).
- e) Mark name on all clothing and equipment. Each student is personally responsible for his own belongings at camp and should not leave them unattended in camp area but kept in his assigned building.

3. Do not take to camp

Radios, cassette recorders, portable TV sets, or any valuables.

4. Activities

- a) Target language will be spoken at all times.
- b) Sports, hiking, skits, music, singing, folk dancing, shopping with foreign currency, and other.
- c) Students will be divided into small groups.
- d) Each group will have a teacher-leader and a native or fluent speaker as assistant.
- e) Small groups will provide a greater opportunity for students to speak the language. All students are expected to actively participate in all events.

5. Rules and regulations

Participants will:

- a) Wear a name tag at all times (tourist card).
- b) Speak only the target language.
- c) Follow the group leader's instructions or instructions of person in charge of any particular activity.
- d) Consult the group leader if any problem arises.
- e) Not leave the assigned area without permission from their group leader.
- f) See their group leader immediately, in case of injury or illness.

6. State Park regulations

- a) Take care of park area and building facilities.
- b) Buildings, etc., must be left clean and in the same condition they were found.
- c) Do not gather plants, firewood, etc., in park.
- d) Quiet must be maintained between 11:00 p.m. and 6:00 a.m.

7. Review of materials students will receive

Before camp:

- a) letter of invitation to attend camp (in English)
- b) application - permission to attend form (in English)
- c) confirmation notice (in foreign language)
- d) camp schedule (in foreign language) - to be taken to camp for reference
- e) list of what to take and what not to take to camp (in foreign language)

At camp:

- a) name tag (tourist card)
- b) foreign currency in exchange for American dollars
- c) meal menus
- d) song sheet
- e) other materials which may be pertinent to a specific activity

8. Camp expectations

- a) That students will make use of this opportunity to practice speaking foreign language they are learning.
- b) That students will actively participate in all activities.
- c) That students will enjoy this camping experience.

9. Evaluation

- a) At the end of camp, student participants will evaluate the foreign language camp experience.
- b) Evaluation forms and ID badge holders will be collected by the Camp Director, and returned to the Foreign Language Council of San Diego within the week following camp.

DLB:jm
11/73

CAMPER INSURANCE
for Weekend and Summer Groups

A camper insurance program for Camp Cuyamaca and Palomar Mountain Camp is available through the Associated Insurance Agencies.

The cost of insurance to campers is \$.25 for a 2 or 3 day encampment. Insurance premiums for all persons going to camp, as well as the exact number of campers, may be mailed to:

ASSOCIATED INSURANCE AGENCIES
P.O. Box 750
San Diego CA 92112

The premiums should be mailed the morning the group leaves for camp. A list of names is not required.

The camper insurance provides the following coverage:

\$2,500 for medical expenses for each accident

\$2,500 for accidental death

\$5,000 for loss of any two limbs, or sight of both eyes

\$3,750 for loss of one arm or one leg

\$2,500 for loss of one hand, or one foot, or sight of one eye

\$ 250 for medical expenses for each sickness

Any further information regarding the camper insurance program may be obtained by calling Associated Insurance Agencies at 234-4171.

FOREIGN LANGUAGE COUNCIL OF SAN DIEGO

FOREIGN LANGUAGE COUNCIL OF SAN DIEGO

ACTIVITY DATES - 1975-1976

October 25 - 26	Palomar	ESL camp (tentative)
November 1 - 2	Fox	Spanish camp
November 15 - 16	Palomar	German camp
December 6	Aztec Center San Diego State	FLCSD Annual Conference
January 17 - 18	Cuyamaca	Spanish camp
January 31 - February 1	Palomar	Open
February 21	Patrick Henry High School	Lingu-A-Faire
February 28 - 29	Cuyamaca	French camp
March 6 - 7	Cuyamaca	Open
March 20 - 21	Cuyamaca	Spanish camp
March 27 - 28	Palomar	Language teacher camp (tentative)
April 3 - 4	Cuyamaca	Open
April 24 - 25	Palomar	French camp
May 1 - 2	Cuyamaca	German camp
May 8	TBAL	Speech contest
May 8 - 9	Palomar	Open
May 15 -		

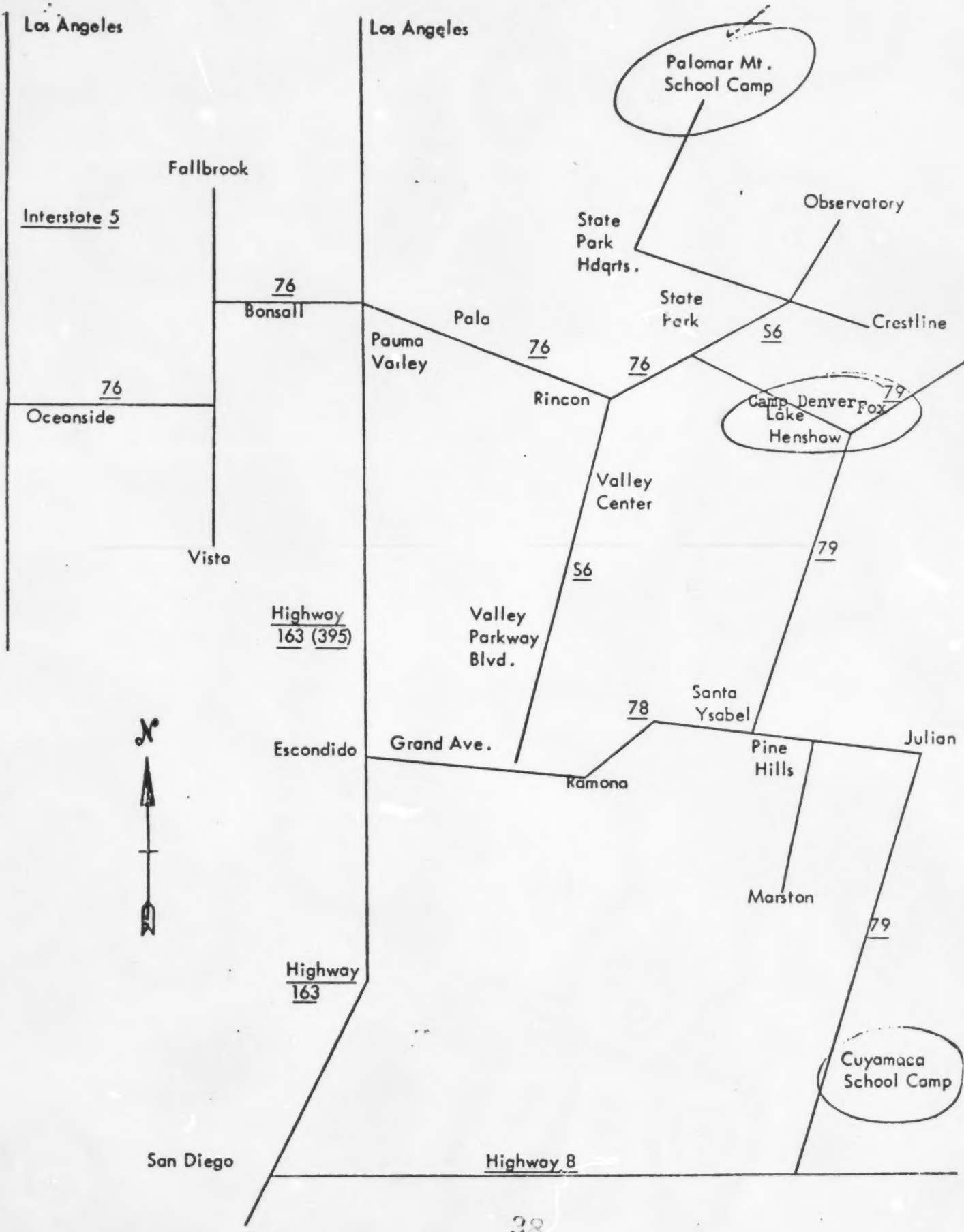
NOTE

NOTE

NOTE

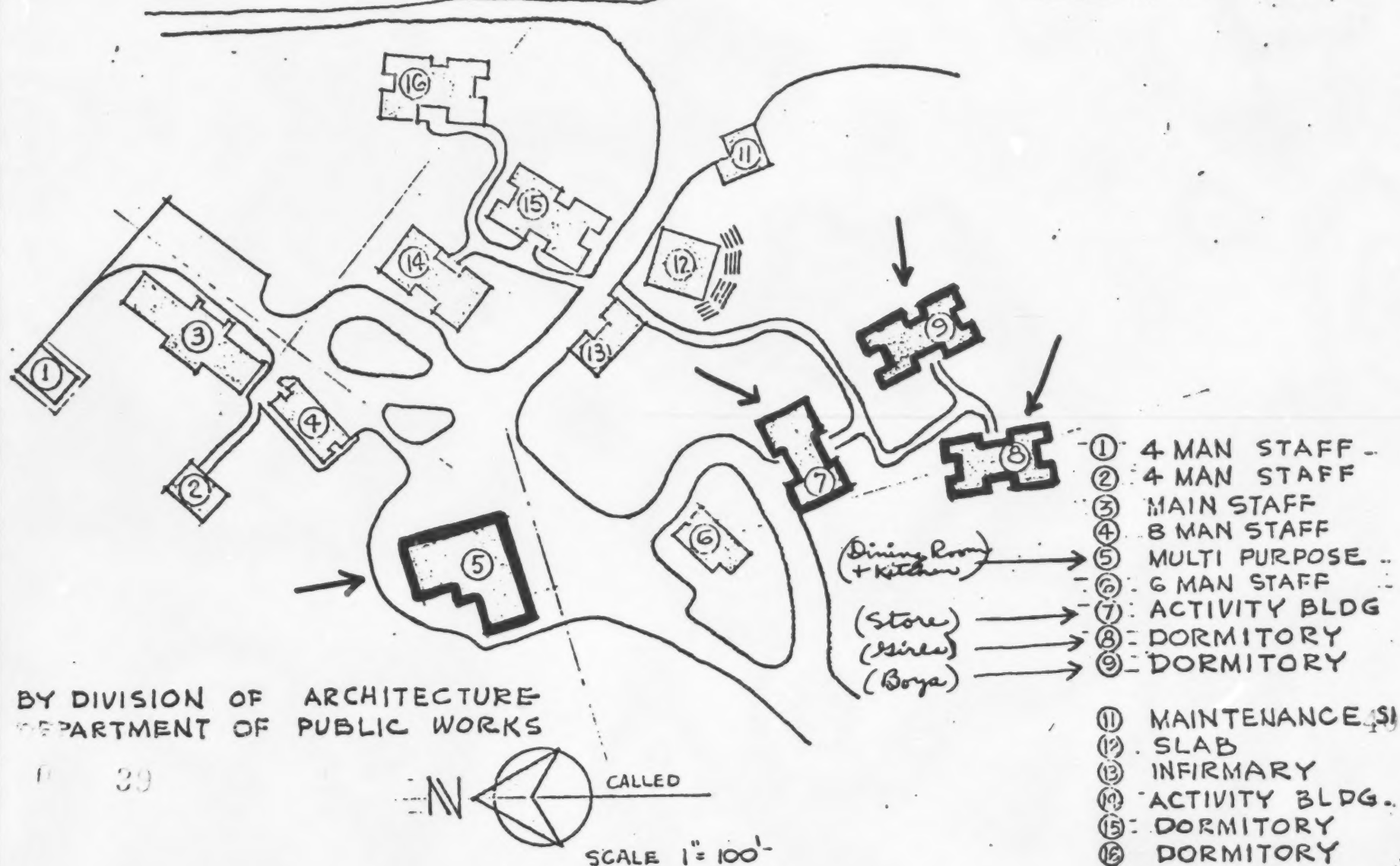
Be especially certain to save December 6th for the FLCSD Annual Conference.

Good people — Good ideas — Good food — Be there!!!



CAMP CUYAMACA

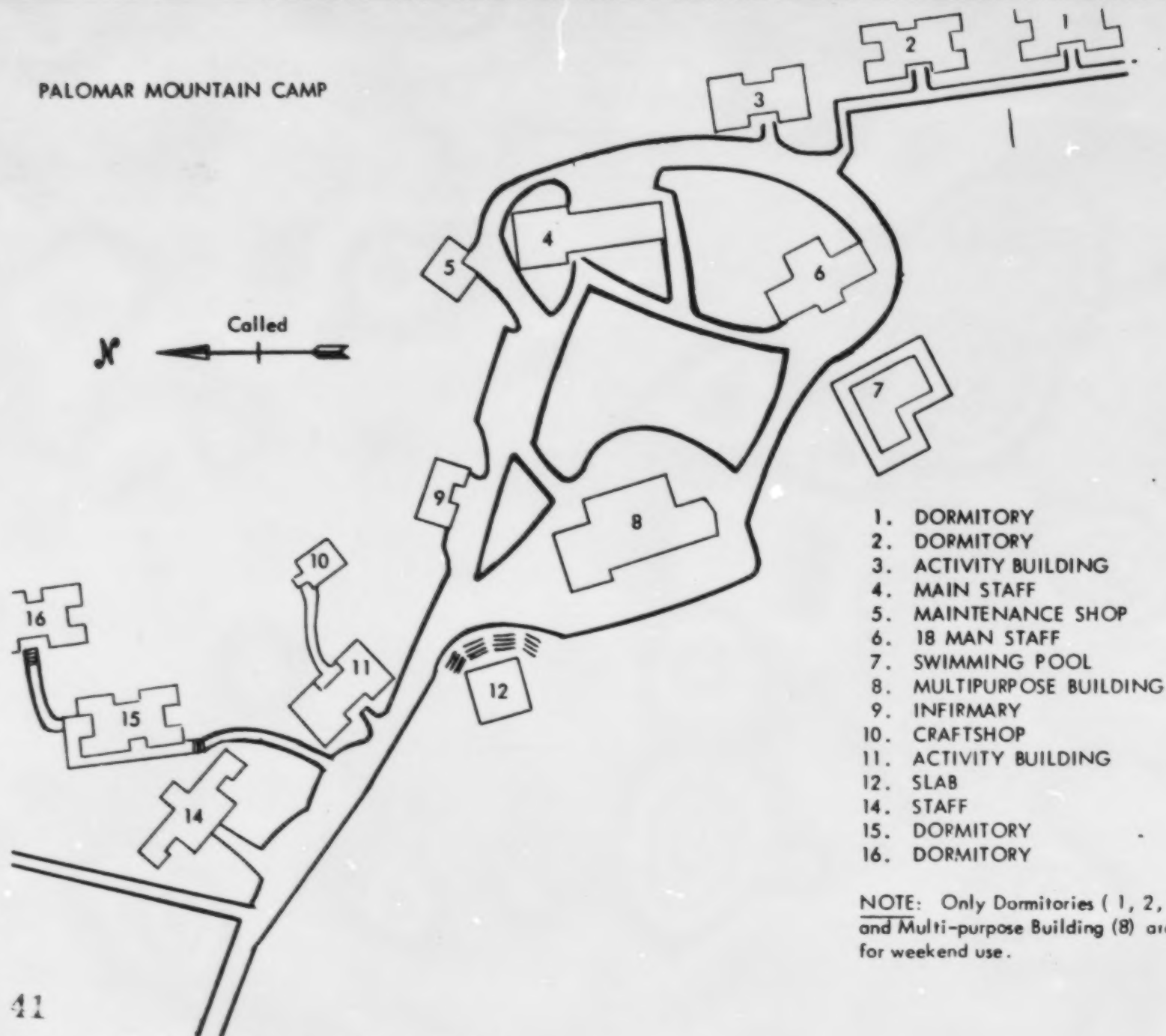
NOTE: ONLY DORMITORIES (8,9,15 & 16) AND MULTI-PURPOSE BUILDING (5) ARE AVAILABLE FOR WEEKEND USE.



BY DIVISION OF ARCHITECTURE
DEPARTMENT OF PUBLIC WORKS

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PALOMAR MOUNTAIN CAMP

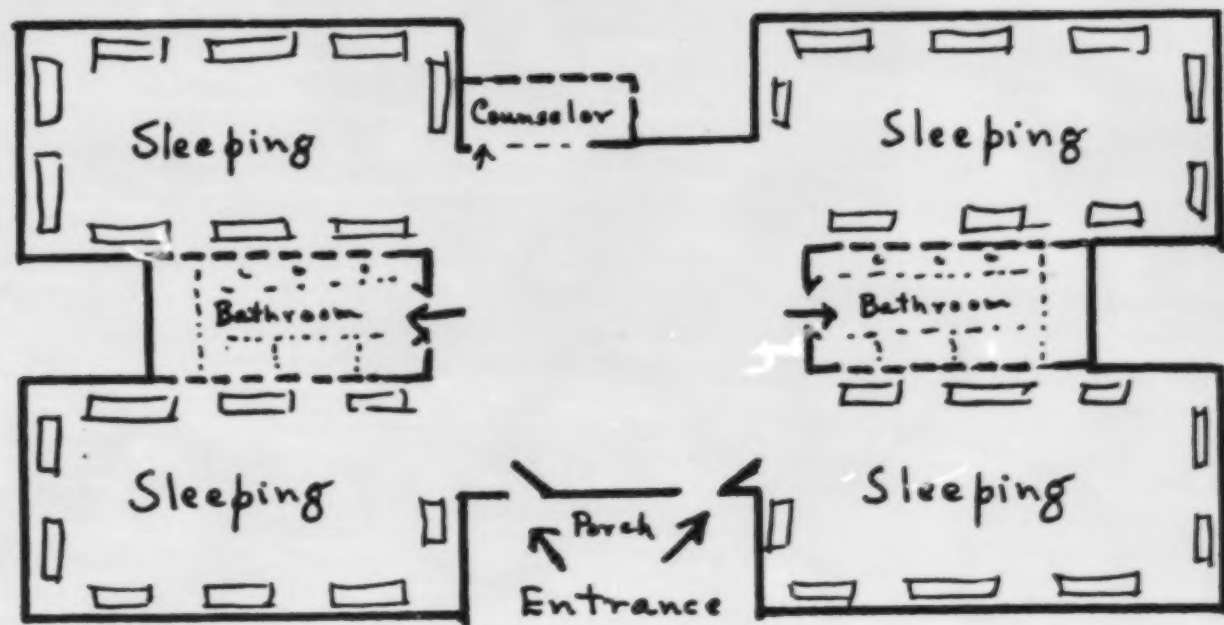


1. DORMITORY
2. DORMITORY
3. ACTIVITY BUILDING
4. MAIN STAFF
5. MAINTENANCE SHOP
6. 18 MAN STAFF
7. SWIMMING POOL
8. MULTIPURPOSE BUILDING
9. INFIRMARY
10. CRAFTSHOP
11. ACTIVITY BUILDING
12. SLAB
14. STAFF
15. DORMITORY
16. DORMITORY

NOTE: Only Dormitories (1, 2, 15, and 16) and Multi-purpose Building (8) are available for weekend use .

Camp Cuyamaca

Dormitories



CONSEIL DES LANGUES ETRANGERES DE SAN DIEGO

10 janvier 1975

A: l'attention des Participants au "Camping en français"

de la part du Conseil de Langues étrangères de San Diego

Nous vous remercions infiniment de vous avoir fait inscrire pour le week-end de camping en français au camp Ouyamaca les 18 et 19 janvier;

Au verso, vous trouverez la liste de ce que vous devrez apporter au camp; Votre professeur pourra certainement répondre à vos questions, si vous en avez.

Nous vous donnons rendez-vous à l'autocar qui vous conviendra le mieux:

7:45 du matin l'école secondaire Morse
6905 Skyline Drive
(Prenez l'autoroute 94 est jusqu'à Euclid sud,
tournez sur Impérial est, enfin sur 69^e sud)
Le car en partira à 8:00 précises.

8:15 du matin l'école secondaire Kearny
7651 Wellington, San Diego
(Prenez l'autoroute 163, jusqu'à Artillery Drive).
Le car en partira à 8:30 précises.

8:45 du matin l'école secondaire Grossmont
1100 Murray Drive, La Mesa
(Prenez l'autoroute 8, jusqu'à Murray Dr; Nord).
Le car en partira à 9:00 précises;

Nous serons de retour à San Diego comme suit:

4:00 du soir Grossmont
4:30 du soir Kearny
5:00 du soir Morse

Veuillez vous arranger pour que quelqu'un vous attende à l'arrivée de l'autocar.

Conseil de Langues étrangères de San Diego
Boîte postale 33042
San Diego, Ca; 92103
298-4681, Ext; 532

ARTICLES NECESSAIRES POUR LE CAMP

1. Vêtements--il n'est pas nécessaire d'apporter trop de vêtements. Nous ne resterons au camp que deux jours et une nuit. Ne prenez donc que le nécessaire. Nous vous conseillons d'apporter une jacquette pour vous protéger contre le froid, la neige ou la pluie, et une bonne paire de chaussures ou de bottes pour la marche plus, une paire de gants pour la neige ou le froid.
2. Il vous faut un sac de couchage (ou 2 ou 3 couvertures), une serviette et un gant de toilette, une brosse à cheveux.
3. Apportez votre déjeuner pour samedi à midi, dans un sac en papier. N'oubliez pas une boisson dans une boîte "pop-top." Attention! Vous aurez certainement bon appétit pendant la promenade en plein air.
4. Si vous voulez, vous pouvez apporter un appareil-photo et une pellicule, une guitare (pas électrique) ou d'autres petits instruments musicaux.
5. Pour votre protection, écrivez votre nom sur tous les articles que vous apporterez au camp; Chaque personne est responsable de son propre attirail. Il ne faut pas laisser traîner vos affaires autour du dortoir, ni autour du camp.
6. Il ne faut apporter ni radio, ni magnétophone "cassette," ni télévision.
7. Pour le Marché aux Puces, apportez un article que vous échangerez contre quelqu'autre apporté par d'autres étudiants.
8. N'oubliez pas votre costume pour le défile du "Samedi Gras" (notre interprétation du Carnaval Mardi Gras).
9. Pour le défile du "Samedi Gras," nous préparerons des masques. Apportez ce que vous trouverez à la maison pour décorer votre masque tel que bouts de feutre, plume, paillettes, etc.

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CAMPAMENTO DE HABLA ESPANOLA

El 6 de mayo de 1975

A: Los Viajeros al Campamento de Habla española.

De: El Concilio de Lenguas Extranjeras de San Diego.

Muchas gracias por su reservación para el Campamento en "Palomar" el 10 y 11 de mayo. Bajo tiene la lista de lo que se debe llevar al campamento.

1. Ropa - Lleve solamente lo que es necesario por dos días y una noche. No olvide una chaqueta que le proteja contra el frío de la noche.
2. Lleve un saco de dormir (o 3-4 cobijas), una toalla de baño, una toallita, un cepillo de dientes, pasta dentrífica, jabón, peine o cepillo para el pelo.
3. Su almuerzo para el sábado al mediodía en una bolsa de papel. No olvide una bebida en lata "pop top." Lleve bastante... tendrá mucha hambre en el aire libre.
4. Traiga tres cosas para el rastro.
5. Se puede traer palo de pescar.
6. \$3.00 dinero norteamericano, para gastar en la tienda.
7. Si desea, puede llevar una cámara fotográfica, una guitarra, instrumentos musicales pequeños, naipes o juegos en sala en español. No se puede llevar radios, grabadoras, aparatos televisores.

Para su protección, ponga su nombre en todos los artículos que lleve. Cada persona es responsable por el suyo.

Usted recibirá el horario de actividades al llegar a "Palomar." Si tiene algunas preguntas, comuníquese con su maestro/a.

Nos vemos el 10. Habrá tres puntos de partida:

- 7:45 am. Escuela Emerald. El camión saldrá a las 8:00 en punto.
(1221 S. Emerald Ave. El Cajon)
Autopista 8, Salida El Cajon Blvd. A la derecha. Siga una "mile" por Chase Ave. De la vuelta a la derecha en la calle Emerald. Hay una tienda "7-11" frente de la escuela.
- 8:15 am. Escuela Montgomery Middle. El camión saldrá a las 8:30 en punto.
(1570 Melody Lane, El Cajon)
Autopista 8, Salida 2nd. Street.
- 8:45 am. Intersección de Poway Cut-Off y 78.
El camión saldrá a las 9:00 en punto.

Regresaremos el domingo a las 2:30 pm. Poway
3:00 pm. Montgomery
3:30 pm. Emerald.

CONCILIO DE LENGUAS EXTRANJERAS DE SAN DIEGO
Apartado Postal 33042, San Diego, Ca 92103
Telephone: 298-4681, X532

FOREIGN LANGUAGE COUNCIL OF SAN DIEGO

FOREIGN LANGUAGE CAMP BUDGET

DATE OF CAMP _____ LOCATION _____ LANGUAGE _____

Foreign Currency at start of camp _____

at end of camp _____

Loss of coins _____

INCOME:	Received	Disbursed
_____ Students Registration, _____ each		
Receipts from store		
Other receipts		
<u>EXPENDITURES:</u>		
Outdoor Education Commission		
Bus Transportation		
Camp Director Honorarium		
Camp Nurse Honorarium		
Craft Supplies		
Film Rental		
Purchases for Store		
Dancers		
Loss or gain		

Submitted by: _____

FOREIGN LANGUAGE COUNCIL OF SAN DIEGO

REQUEST FOR REIMBURSEMENT

DON'T FORGET TO INCLUDE YOUR ZIP CODE

Requestor: _____

date of request: _____

Address: _____

mail request to: Dr. R. R. Young
1128 E. Washington
El Cajon, 92020

city

zip code

purpose

amount

1. _____

2. _____

3. _____

4. _____

total requested

authorized by: _____

Date _____

LANGUAGE CAMP EVALUATION

Please complete the following questionnaire. Your honest reactions about camp will help determine planning of future language camps.

A. Check each item in the proper column.

Yes	No

- ~~1. Was information received before camp adequate?~~
2. Were student groups of adequate size?
3. Should students be grouped with students of other schools?
4. Did you have enough opportunity to mix with students in other groups?
5. If you requested help from a staff member at any time, was his help adequate?
6. Do you feel the staff was adequately prepared?
7. Did the general camp atmosphere make it easier for you to speak the foreign language you are learning?
8. Did your foreign language skills improve?
9. Would you like to participate in another language camp?

B. Check each of the camp activities according to your enjoyment?

	Much	Some	Little
<u>Sports</u>			
<u>Hiking</u>			
<u>Skits</u>			
<u>Singing</u>			
<u>Dancing</u>			
<u>Shopping (& bank exchange)</u>			
<u>Rap sessions</u>			
<u>Cooking demonstrations</u>			
<u>Crafts</u>			
<u>Treasure hunt</u>			
<u>Visit to the Observatory</u>			

Foreign Language Council of San Diego

Foreign Language Camp Program

Request for Refund

Date: _____

Please send me a refund of \$ _____,* for non-attendance.

Requestor

Home address

School

Teacher

Camp for which registration had been made:

Date _____ Language _____

Reason for not attending: _____

*Of the \$15. registration fee, \$12. is refunded if cancellation is received by the Foreign Language Council of San Diego by the Wednesday prior to the Saturday of departure. Only \$10. is refunded in case of later cancellation.

Teacher's verification _____

Please mail to:

Dr. Ronald Young, Treasurer
Foreign Language Council of San Diego
Department of Spanish & Portuguese
San Diego State University
5402 College Avenue
San Diego, CA 92120